

**The U.S. Embassy Residence provides a good opportunity to work for high-ranking officials in an international environment.**

<b><i>Vacant Position</i></b>	<b><i>Residence Manager</i></b>
<b><i>Job Description</i></b>	Under the general supervision of the Principal Representative the Residence Manager (RM) oversees all operations of the Residence. The RM supervises a residence assistant, butler, stewards, and housekeeping staff in connection with event organization, maintenance of the property and inventory of supplies and valuables, purchasing, bookkeeping, and payroll functions, and guest hospitality. The RM works closely with the Principal Representative, the Residence Event Planner, and the Embassy's Front Office on all official and private events. The RM is the primary liaison with all Embassy offices. Performs other duties as assigned by the Principal Representative.
<b><i>Qualifications</i></b>	Must be a citizen of Japan or non-Japanese with required residency status for employment. Must have excellent verbal and written communication skills in English and Japanese, and strong staff management and organizational skills. Must be positive, proactive, professional and able to work a flexible schedule including evenings, weekends and/or holidays.
<b><i>Location</i></b>	Minato-ku, Tokyo (Within 10 min. from Toranomon, Tameike-Sanno, Roppongi-1chome or Kamiya-cho subway stations)
<b><i>Employment Conditions</i></b>	<p><b>Term of contract:</b> One year, renewable. Subject to 6-month trial period for the first contract with the employer.</p> <p><b>Work hours:</b> Fulltime, 40 hour work week.</p> <p><b>Compensation:</b> <b>¥5.5 - 7.0 million/year</b> plus bonuses, depending on skills and experience. Commuting Allowance provided separately. Wage increase is considered upon renewal of contract. Advance severance is provided at the end of each contract.</p> <p><b>Annual Leave and Holidays:</b> Provided in accordance with internal regulations.</p> <p><b>Labor Insurance:</b> Worker's Compensation and Employment Insurance</p>
<b><i>To Apply</i></b>	<p>Please submit an English resume and supporting documents (copy of diploma, licenses, English test score, etc.) to:</p> <p><b>By mail:</b> HR (Attn: Residence Manager), U.S. Embassy, 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420; or</p> <p><b>By E-mail:</b> <a href="mailto:Hatakeyamat@state.gov">Hatakeyamat@state.gov</a></p> <p>Only successful candidates will be contacted for interviews. Please indicate email/phone reachable during daytime. Submitted documents will not be returned. Telephone inquiries will not be accepted.</p> <p style="text-align: center;"><b>Closing Date : Until filled</b></p>